1	Standing Rule No. 7		
2	of the		
3	Democrats of Greater Riverside		
4 5	Processing Memberships		
5 6			
7	Section 1. Purpose.		
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8	The purpose of this rule is to establish the procedures by which membership		
9	applications are to be processed.		
10	Section 2. Rule.		
11	1. The Membership Chair (or designee) shall verify that the person is a		
12	registered Democrat in Riverside County by utilizing the required DGR		
13	membership form, and a voter file system supported by the California		
14	Democratic Party. Write the date this was verified on the membership		
15	form.		
16	a. If not a registered Democrat in Riverside County, the person can		
17	be an Associate Member ¹ .		
18	b. If it is necessary to contact the potential member to obtain or		
19	verify information, the person doing so shall date and initial that		
20 21 22	information on the membership form.		
22 23	2. The Membership Chair (or designee) shall verify that that the form has		
23 24	been completed and signed. These are legal requirements.		
24	been completed and signed. These are legal requirements.		
25	3. Membership_dues must be from the person's personal account and the		
26	form must be totally completed.		
27	a. If the Membership dues are not from an individual's account,		
28	the membership form and payment must be returned with a		
29	letter of explanation.		
30	b. Membership dues can come from a state or local candidate's		
31	campaign fund.		

¹ Reference DGR Bylaws Article III: Membership; Section 2; Sub-section B. Associate Member.

Standing Rule No. 7 Democrats of Greater Riverside Approved October 17, 2013 Amended: June 20, 2019 Amended August 15, 2019

1 2		 The FPPC number must be obtained before the membership dues can be deposited.
2 3		
4	4.	The Membership Chair (or designee) shall make a copy or photo of
5 6		each membership form with the check or receipt if in cash.
7	5.	The copies of the membership form (and a copy of the check or
8		receipt) will be given to the DGR Treasurer and the Communications
9		Committee Chair are kept in the membership folder for that year by
10 11		the DGR Membership Chair.
12	6.	The Treasurer(or designee) shall prepare the checks for deposit.
13		a. Endorse the back of each check.
14		b. Complete the bank deposit form.
15		c. Copy or photo the bank deposit form and the related checks.
16		d. Deposit the checks in person at the bank and obtain a receipt of
17		the deposit.
18		e. Staple the deposit receipt to the copied deposit slip and checks
19		and file.
20		f. Post this information to the ledger, make the needed
21 22		mathematical computations and print out the ledger.
23	7.	For payments made on line, the transaction history must be placed in
24		the membership file quarterly by the Treasurer (or designee). The
25		Membership Chair will obtain this information as needed from ActBlue
26		or other electronic payment platform.
27		
28	8.	The Membership Chair will post this information to the DGR
29		membership list.
30	9.	The membership Chair will send new member information to the
31		Communications Chair who will post the information as needed to the
32		DGR electronic contact list.